



# ATHIFA K

## HUMAN RESOURCE

Extremely motivated to constantly develop my skills and grow professionally. Confident in my ability and continuously gazing for advanced learning experiences and add value to the profitability of the organisation

## PERSONAL INFO

Birth Date : 16-April-1996  
Gender : Female  
Nationality : Indian  
Passport No. : U9059832  
Marital Status : Married  
Religion : Islam

## CONTACT

☎ 3914 9565

✉ atifaummer@gmail.com

## LANGUAGES

ENGLISH

MALAYALAM

## WORK EXPERIENCE

### HR ASSISTANT - TEXPA CONNECT [Feb 2021 to Aug 2021]

- ▶ Assist in day to day HR operations
- ▶ Provide administrative support to HR processes
- ▶ Maintain records of employee attendance and leaves
- ▶ Processing incoming mails
- ▶ Creation and distribution of documents

## EDUCATION

### ▶ MASTER OF BUSINESS ADMINISTRATION MAJOR IN FINANCE AND HR

School of management studies, Calicut | 2017-2019

### ▶ MASTER OF COMMERCE, MAJOR IN FINANCE

Bharathiar University | 2016-2018

### ▶ BACHELOR OF COMMERCE, MAJOR IN FINANCE

SARBTM government college - University of Calicut | 2013-2016

## PROFESSIONAL SKILLS

- ▶ Adaptable and Agile
- ▶ Strong organization skill
- ▶ Self motivated
- ▶ Time Management
- ▶ Team player
- ▶ performance focused

## COMPUTER PROFICIENCY

- ▶ MS office
- ▶ Tally 7.2

## ACADEMIC PROJECT

### ▶ STUDY ON CONSUMER BUYING BEHAVIORS WITH REFERENCE TO LULU GOLD

To study how the buying decision is made by the consumers and also to understand the its influence on their satisfaction

### ▶ STUDY ON FINANCIAL PERFORMANCE ANALYSIS WITH REFERENCE TO SERVICE CO-OPERATIVE BANK

To analyse financial strength and weakness of the bank using CAMELS rating method and to suggest ways and means to improve overall functioning of the bank